

Voluntary Protection Program Check-Up Booklet



***Is Your Work Group
Meeting The
VPP Criteria***



What?

The following tool is to be used to determine your general effectiveness in meeting the VPP criteria. The results are for your information, and are not required to be tracked or trended, unless you so desire.

Why?

There have been requests from management wanting a brief tool to help them know if their group is performing work as expected by the VPP criteria. If the results of this worthwhile activity are used for continuous improvement, you can feel comfortable in knowing you are doing well in meeting the criteria that is necessary as a DOE VPP STAR site.

Any questions when using this tool?

Contact the VPP project office at 526-0388 or user ID: bwh.

VPP Criteria Check-Up

Management Leadership

	(Supervisor's Opinion) Pass/Fail	(Employee's Opinion) Pass/Fail
Unit safety and health goals and objectives are published and communicated	<input type="text"/>	<input type="text"/>
Employees have a safety and health personal action plan (Form 331.07 or Form 331.07A for foremen and above)	<input type="text"/>	<input type="text"/>
Employees can explain the 'Stop Work Authority'	<input type="text"/>	<input type="text"/>
Employees are familiar with the 'Discipline Policy' and the Alternative Dispute Resolution Program	<input type="text"/>	<input type="text"/>
Employees have access to the written Safety and Health program (Manuals 14A and B)	<input type="text"/>	<input type="text"/>
Employees can explain the Safety Policy, Value Statement and philosophy	<input type="text"/>	<input type="text"/>
Employees understand and are willing to use 'open door policy'	<input type="text"/>	<input type="text"/>
Manager/supervisor conducts periodic walkabouts of their area. They also ensure safety inspections are performed and employees participate in those inspections	<input type="text"/>	<input type="text"/>
Manager periodically attends Unit Employee Safety Team	<input type="text"/>	<input type="text"/>
Manager provides the time and resources for members of the employee safety team to fulfill their roles	<input type="text"/>	<input type="text"/>
Managers provide positive reinforcement for safe work practices	<input type="text"/>	<input type="text"/>
Staff meetings begin with a Safety Share	<input type="text"/>	<input type="text"/>
EST meeting minutes, inspection results & corrective actions are communicated to your employees	<input type="text"/>	<input type="text"/>
Management communicates with employees regularly on any safety issues, closed, pending or otherwise. Employees are aware of the status of issues in ICARE.	<input type="text"/>	<input type="text"/>
Management uses positional and personal power to promote the VPP Safety Culture with his/her folks.	<input type="text"/>	<input type="text"/>
Employees participate in the analysis of job hazard (ie: work package, JSA's, pre- and post-job briefings, walkdowns, etc.)	<input type="text"/>	<input type="text"/>
Unit Employee Safety Team operates a charter and manpower resources (committee member) available.	<input type="text"/>	<input type="text"/>
Unit VPP homepage is maintained with current information	<input type="text"/>	<input type="text"/>
Unit VPP documentation file is established and maintained	<input type="text"/>	<input type="text"/>

Comments

VPP Criteria Check-Up

Worksite Analysis

	(Supervisor's Opinion) Pass/Fail	(Employee's Opinion) Pass/Fail
Employees are provided the opportunity and participate in safety reviews, i.e., design packages, work packages, procurements, procedures, experiments, new projects, etc.	<input type="text"/>	<input type="text"/>
Employees are provided the opportunity and participate in routine safety analysis, i.e., JSA's, exposure assessments, safe work permits, confined space permits, pre-job planning, etc.	<input type="text"/>	<input type="text"/>
Employees participate in workplace inspections (MCP-3449, Safety & Health Inspections)	<input type="text"/>	<input type="text"/>
Industrial Hygiene/Industrial Safety hazards are identified and inventoried	<input type="text"/>	<input type="text"/>
All injury/illnesses are analyzed with employee involvement, investigation form 231.01 is completed, follow-up actions tracked to completion	<input type="text"/>	<input type="text"/>
ICARE is utilized as the tracking system per MCP-598	<input type="text"/>	<input type="text"/>
Employees understand and would utilize the Safety Concerns Process as needed	<input type="text"/>	<input type="text"/>
Unit specific corrective actions from the annual VPP Safety & Health Evaluation are tracked (workgroup tasks) to completion	<input type="text"/>	<input type="text"/>
PPE (personal protective equipment) is provided to employees as required	<input type="text"/>	<input type="text"/>

Comments

VPP Criteria Check-Up

Employee Involvement

	(Supervisor's Opinion) Pass/Fail	(Employee's Opinion) Pass/Fail
Employees know who their Employee Safety Team representative is	<input type="text"/>	<input type="text"/>
Employees are cognizant of how to access the employee safety team minutes (company and unit level)	<input type="text"/>	<input type="text"/>
Employees are utilizing tools of behavioral based safety (i.e., WASP observations, DO ITs, one-on-one feedback, etc.)	<input type="text"/>	<input type="text"/>
Team members participate in area inspections	<input type="text"/>	<input type="text"/>
Employees participate in injury/illness investigations/analysis	<input type="text"/>	<input type="text"/>
Employees attend 12 safety meetings each year	<input type="text"/>	<input type="text"/>
Employees have and work to their S&H personal action plans (Form 331.07)	<input type="text"/>	<input type="text"/>
Employees can give examples of positive recognition for safety contributions	<input type="text"/>	<input type="text"/>
Employees are familiar with the Safety Concerns process and are willing to use it as necessary	<input type="text"/>	<input type="text"/>
Employees are allowed the opportunity to participate in safety awareness events (i.e., safety recognition week, community safety events, etc.)	<input type="text"/>	<input type="text"/>
Employees can explain the hazards associated with their jobs and how to protect themselves and others.	<input type="text"/>	<input type="text"/>
Employees have a training plan and their training is up to date	<input type="text"/>	<input type="text"/>

Comments

VPP Criteria Check-Up

Hazard Prevention and Control

	(Supervisor's Opinion) Pass/Fail	(Employee's Opinion) Pass/Fail
The means of eliminating or controlling hazards is addressed in the following order: 1. substitution 2. engineering control 3. administrative controls and 4. PPE	<input type="text"/>	<input type="text"/>
Preventative maintenance activities are scheduled and the backlog for safety related items is minimal	<input type="text"/>	<input type="text"/>
Office/operational workstations have been evaluated and upgraded to minimize and/or eliminate ergonomic hazards	<input type="text"/>	<input type="text"/>
Ergonomic considerations are given to tools, equipment and work areas (stretching is encouraged when applicable)	<input type="text"/>	<input type="text"/>
Safety related procedures are reviewed and updated as needed	<input type="text"/>	<input type="text"/>
Employees are familiar with unit safety and health trending data	<input type="text"/>	<input type="text"/>
Employees are familiar with the emergency actions for the area	<input type="text"/>	<input type="text"/>

Safety and Health Training

(Manager and Supervisor)

Managers/supervisors are attending SAM sessions as they are offered	<input type="text"/>	<input type="text"/>
Managers/supervisors are cognizant of and mitigate the hazards within their area of responsibility	<input type="text"/>	<input type="text"/>
Managers/supervisors are provided and attending safety meetings (12/year)	<input type="text"/>	<input type="text"/>
Employees have training plans and training is up to date and tracked in TRAIN	<input type="text"/>	<input type="text"/>
New, transferred employees receive facility orientation (New Employee Orientation form is being used)	<input type="text"/>	<input type="text"/>

Comments
